



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-9, Other Time

Date: June 17, 2005

To: Holders of the Payroll/Personnel Manual  
Holders of the Time and Attendance Instructions Procedure  
T&A Contact Points

Effective immediately, the Payroll/Personnel System has been modified to accommodate changes regarding “other time” entries on the Time and Attendance (T&A) Report.

#### **“Other Time” Restriction**

The following transaction codes (TC) are no longer restricted for use as “other time” only, and can be used to record hours as “regular time.” Therefore, they are no longer restricted from use without accounting code entries.

- TC 29, Credit Hours Earned
- TC 32, Compensatory Time Earned
- TC 32, Prefix 78, Compensatory Time For Travel

This restriction is controlled in most T&A systems via the “Top-Flag Indicator.” If the agency wishes to use accounting codes with these specific TC’s, the top-flag indicator for these TCs must be set to “Y” (TC requires accounting). Recording these TCs with a top flag of “Y” allows the agency to collect and track these times for accounting purposes. As a result, if accounting is normally entered each pay period on the T&A, it must be entered for these TCs as well if they are used with a top-flag indicator of “Y”. If stored accounting is normally used, no accounting data entries are required once accounting has been stored for that individual.

#### **Increase in “Other Time” Entries**

A total of four lines of “other time” data may now be entered on a T&A. Up to four lines of “other time” may be entered on each half of a split T&A.

Other time includes all hours of nonpay status, compensatory time worked, religious compensatory time, and/or hours of base pay for which an employee is entitled to cost-of-living allowance or post differential. Based upon the change in the “other time”

N  
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restriction mentioned above, “other time” may include credit hours earned, compensatory time for travel, and compensatory time earned. **Note:** If other time being entered exceeds the number of entries allowed, the Time Inquiry - Leave Update System (TINQ) should be used to enter leave data.

#### **System for Time and Attendance Reporting (STAR) Web 4.25**

STAR Web 4.25 has been modified to require accounting entries for the above referenced TCs. Therefore, if accounting is normally entered on the T&A each pay period (i.e., the accounting data usage code is set to “Accounting on Each Line”), then it must be entered for these TCs as well.

#### **Procedure Update**

Title I, Chapter 7, Section 1, Time and Attendance Instructions, which is available online at the National Finance Center’s (NFC) Web site, has been updated to include the information in this bulletin. The **Latest Update Information** section at the beginning of this procedure provides a summary of the update. To view and/or print this procedure, go to NFC’s Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List By Title/Chapter** and search for the Time and Attendance Instructions procedure on the list provided.

#### **Inquiries**

Please refer questions about T&A processing to the Payroll Operations Branch at **504-255-4630**.



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